



BARBADOS VOCATIONAL TRAINING BOARD

APPRENTICESHIP HANDBOOK



Printed December 2020

PREAMBLE

In October 1979, the **National Training** was established under the Occupational Training Act, Cap 42. It was later renamed the **Barbados Vocational Training Board** (BVTB) under Section 4 of the Act. The main functions of the BVTB were:

- to ensure an adequate supply of trained manpower in occupations to fuel the economic activity in Barbados;
- to improve the quality and efficiency of occupational training for apprentices and trainees;
- to administer occupational tests and issue certificates of efficiency; and
- to protect and promote the welfare of apprentices and trainees.

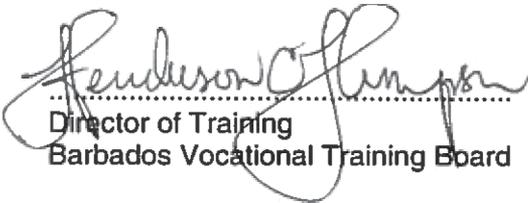
The BVTB was mandated to coordinate all training activities for persons between the ages of 16 and 25. On-the-job training was offered to employed persons and those seeking retraining, to upgrade their existing skills. Bearing the mandate of the BVTB in mind, the following training programmes were introduced:

- Apprenticeship
- In-Plant Training
- Modular Skills Training and
- Specialised Programmes on request.

Apprenticeship, the flagship programme of the BVTB, was introduced in 1982. The Occupational Training Act, Cap 42 and its Regulations specified the terms and conditions for Apprenticeship in Barbados. It essentially formalized this unique form of training and provided an arrangement to protect the interest of both the employer and the apprentice.

At this juncture, the introduction of the Apprenticeship Handbook is intended to provide information to both apprentices and employers who have chosen to participate in competency-based training, under the Schemes of Training administered by the BVTB. Given the technical nature of the Apprenticeship system, the Handbook is to be used as a source of information providing answers to commonly raised questions. It is not meant as a comprehensive document but gives cross-references concerning the primary sources from which the information was compiled.

The Apprenticeship Handbook is a useful tool which is intended to enhance your knowledge of the Apprenticeship system in Barbados.



.....
Director of Training
Barbados Vocational Training Board

TABLE OF CONTENTS

	Page
Entry	1
Entry Requirements	1
Contractual Period	2
Credits	2
Theoretical Training	2
Probationary Period	3
Schemes of Training	4
Role of the Inspector/Career Counsellor	5
Monitoring Visits	6
Occupational Health and Safety	6
Rules and Regulations	7
Attendance	8
Vacation	8
Illness	9
Tools	9
Wages/Wage Subsidy	9
Hours of Training	10
Overtime	11
Disciplinary Procedures	11
Terminations	11
Transfers	12
Appeals Procedures	13
Shortening of the Contract	13
Early Completion	13
Extensions	14
Exit	14
Assessments and Certification	14

APPENDICES: 17

Application for Employment of Apprentices/Trainees..... 18

Criteria for Selection of Employer’s Form 19

Form 1 – Application for Apprenticeship/Training 20-21

Form 2 – Contract of Apprenticeship 22-23

Form 3 – Contract of Training 24-25

Form 4 – Notification of Completion 26

Form 5 – Apprentice/Trainee Technical Training Record 27

Form 6 – Apprentice/Trainee Practical Training Record 28

Form 7 – Certificate of Apprenticeship 29

Form 8 – Certificate of Training 30

Form 9 – Transfer of Contract 31

Form 10 – Certificate of Qualification 32

Form 11 – Termination of Contract33

Apprentice School Attendance Card 34

Sample Wage Claim Form 35

ENTRY

A potential apprentice may enter the Apprenticeship Programme through various routes. Potential apprentices may visit the BVTB and complete an application (*Please see Appendices: Form 1, Page 20*), or complete an application online, and then await a call from an Inspector/Career Counsellor for an interview/orientation and possible placement. Alternately, potential apprentices may contact employers directly and apply for apprenticeships with the respective company. If this method is successful, the Inspector/Career Counsellor should be contacted for follow up with the company to ensure that the company meets the necessary criteria to participate in the programme.

In the case of the employers, they may contact the BVTB and speak with an Inspector/Career Counsellor, who will facilitate an orientation and conduct a site visit to determine suitability (*Please see Appendices: Criteria for Selection of Employers Form, Page 19*). At this stage the Inspector/Career Counsellor may suggest possible candidates or the employer may suggest his/her own candidates (*Please see Appendices: Application for Employment of Apprentices/ Trainees, Page 18*).

ENTRY REQUIREMENTS

Individuals interested in joining the BVTB's Apprenticeship programme must be at least sixteen (16) years of age and have a Barbados Identification Card. Persons who are under eighteen (18) years of age must have a parent or guardian co-sign the Contract of Apprenticeship. An applicant must also have completed nine (9) years of formal education. Persons must satisfy the Director of Training of his/her ability to qualify under a Scheme of Training; and also be physically fit to perform the tasks as outlined in the Scheme of Training.

Entry into the Apprenticeship Programme is also available to non-nationals provided they have the requisite documentation for studying in Barbados and have acquired approval from the Director of Training.

CONTRACTUAL PERIOD

A contractual agreement between an apprentice and an employer is fixed for a period of three (3) years in the first instance. In a case where the Director of Training grants a credit, the contractual period of three (3) years may be reduced.

CREDITS

Credits may be granted for prior theoretical or practical training and are assessed on a case by case basis. Persons requesting a credit for theoretical training must present their relevant qualification(s) in the desired field of study. Persons requesting credits for practical training must present an official letter (witness statement) from their previous employer outlining areas of competency.

THEORETICAL TRAINING

Apprentices must attend institutional training, except in cases where the apprentice has been granted credits for prior theoretical training or qualifications within the given occupation. This only applies if the training or credits meets the industry training scheme criteria. Schooling comprises of two levels, which equates to four semesters at the relevant institution and apprentices must successfully complete the first year of training in order to move on to the second. The apprentice must have minimum average grade level of 50% on completion of his/her schooling to be certified.

Tuition fees are covered by the company/organization and must be paid prior to the start of theoretical training, which usually commences at the end of August. Tuition fees are paid for the period of a training year. An employer is required to make two (2) payments per apprentice during the life of the apprenticeship contract. If an apprentice fails and has to repeat any part of the training, the requisite fees are the sole responsibility of the apprentice. However, the employer may cover the fees if he or she chooses to do so.

All additional fees, inclusive of personal protective equipment, identification cards, etc., are the sole responsibility of the apprentice. Apprentices are expected to follow all institutional rules which include the procurement of the required polo shirt and identification card.

Apprentices are issued with an Attendance Card (*Please see Appendices: Apprenticeship School Attendance Card, Page 34*) which is signed by the Instructor for both the morning and afternoon sessions. These cards are to be presented to a representative of the company on the first working day after classes. The information is noted as apprentices are paid for the day whilst they are at theoretical training.

The Apprentice/Trainee Technical Training Records (Form 5) are submitted by the instructor on a semester basis to the BVTB, which are then forwarded to the employer and apprentice for their information (*Please see Appendices: Form 5, Page 27*).

With respect to the Cosmetology Programme, students are required to successfully complete a year of theoretical training prior to being placed with a salon. This training is delivered at the C. Lomer Alleyne Skills Training Centre.

PROBATIONARY PERIOD

As a general rule, the probationary period for an apprenticeship contractual agreement is three (3) months. This period allows the employer and apprentice time to assess their compatibility and suitability to the Apprenticeship Programme.

The probationary period applies from the first day of the apprenticeship contractual period and is included in the length of the apprenticeship. However, a probationary period will not apply where the contract has been transferred to another employer.

The employer and apprentice may apply to extend the probationary period for the training contract, for reasons such as:

- the employer is dissatisfied with the apprentice's progress; or
- the apprentice is uncertain about his/her suitability to the apprenticeship.

The probationary period cannot be extended for more than six months from the commencement date of the apprenticeship. At least 14 days before the end of the probationary period, the employer or apprentice should send their application to extend the probationary period to the Director of Training for approval.

Whether a contract has been signed or not, the apprenticeship may be discontinued by the employer or apprentice at any time during the probationary period. The party who wishes to end the apprenticeship must inform the other party in writing, stating the date the apprenticeship is to end. The end date can be no later than the day the probationary period is due to finish.

SCHEMES OF TRAINING

These documents provide the employer and apprentice with the required tasks, knowledge and general information associated with the specific trade. It sets out Schedules I and II which are the tasks the apprentice needs to perform to attain competency during the on-the-job training. This information is recorded on the Apprentice/Trainee Practical Training Record (Form 6) and submitted every six months during the length of the contract. Original documents must be submitted (*Please see Appendices: Form 6, Page 28*). The Schedule II outlines the underpinning knowledge taught at the training institution.

The process of developing apprenticeship training schemes involves industry collaboration. Industry collaboration is required for the development of the schemes as they are seen as the 'experts'. These procedures are administered according to the regulations governing the operations of the BVTB as set out in the Occupational Training Act, Cap 42.

ROLE OF THE INSPECTOR/CAREER COUNSELLOR

This team is comprised of a Senior Inspector/Career Counsellor and Inspector/Career Counsellors who work specifically with the Apprenticeship Programme. Inspector/Career Counsellors are assigned to companies and therefore all apprentices attached to the said companies form part of the client group of the Inspector/Career Counsellor. The main functions of the Inspector/Career Counsellor are to:

- Promote the Apprenticeship Programme to Industry partners and potential apprentices;
- Recommend companies to be trainers of apprentices;
- Recruit apprentices;
- Monitor the delivery of training according to the Scheme of Training in the workplace and in the training institution;
- Liaise with employer and apprentice concerning issues which may arise during the life of the contract;
- Ensure that the provisions of the Occupational Training Act are adhered to;
- Provide advice to employers and apprentices on all apprenticeship matters; and
- Ensure the submission of all relevant documentation required to support certification.

MONITORING VISITS

As a part of the mandate of the BVTB, the Inspector/Career Counsellor performs monitoring visits both at the workplace and at the training institution, which are documented and form part of the apprentice's file. These visits take place every three (3) months at the workplace and once every semester at the institution. These visits provide an opportunity for apprentices, employers and instructors to discuss any issues or situations.

During the workplace visit, the Inspector/Career Counsellor will seek to ascertain the relative satisfaction of the parties involved, address any issues and provide any relevant information on the Apprenticeship Programme. This information is then used to offer advice in order to help guide the apprentice and employer through a successful apprenticeship.

With respect to the in class visit, the goal of Inspector/Career Counsellor is to monitor the progress of the apprentice at the institution. Topics of discussion may include: the lesson being taught, attendance, compliance to the dress code, and any other issues.

OCCUPATIONAL HEALTH AND SAFETY

The BVTB is acutely aware of the need for good health and safety standards in a work environment. Good health and the avoidance of injury are fundamental to personal development as well as to progress. Time lost through illness or injury, which could have been avoided, is counter-productive and costly both to the individual as well as the employer. Employers and apprentices are expected to:

- Select and use safety clothing and equipment;
- Observe safety procedures when handling and using tools; and
- Identify potential hazards. (*Please see Orientation module in trade-specific Scheme of Training*)

RULES AND REGULATIONS

The Apprenticeship Programme operates within the confines of the laws and regulations of the various Acts governing labour and employment in Barbados. The employer is expected to conform to the provisions set out relating to:

- Hours of work – start/end of work;
- Attendance, absenteeism and punctuality;
- Leave (sick and vacation);
- Conduct;
- Grievance procedures; and
- Sanctions.

It is also noted that companies will have their own unique set of procedures and internal policies, which should be communicated to the apprentice during the orientation phase of apprenticeship. All lawful and reasonable orders of the employer or his representative and the rules and regulations applicable to the workplace should be observed.

National Insurance Scheme payments **must** be made by the employer, on behalf of their apprentices. Apprentices are entitled to sick and injury benefits as well as unemployment benefits given possible layoffs, terminations or separations at the end of the contractual period.

Apprentices are entitled to the same rights as employees; however, there are two (2) areas which are not applicable:

Severance Pay: Given that the apprenticeship contract has a finite date, it is not a Contract of Employment, therefore severance pay is not applicable.

Industrial Action: An apprentice is prohibited from being involved in strike action as he/she is under a Contract of Apprenticeship, not a Contract of Employment. There can be no withholding of labour. In the event of industrial action, apprentices should contact their Inspector/Career Counsellor for further guidance.

ATTENDANCE

Apprentices are expected to present themselves for training on all applicable days both at the company and at the training institution, except in the case of illness or an emergency. The Contract of Apprenticeship states in clause 1d, that the apprentice is *“not to absent himself/herself without permission from the employer from work or from classes ... except in the event of sickness or injury certified by a medical practitioner”*, as doing otherwise would result in a breach of contract and possible termination (*Please see Appendices: Form 2, Page 22 or Form 3, Page 24*).

VACATION

Apprentices are entitled to receive vacation leave. An apprentice who has worked for a year is entitled to not less than three (3) weeks of annual holiday. Please see Section 3 (3) of the Holiday with Pay, Chapter 348.

ILLNESS

During the length of the contract, an apprentice may fall ill. He/she should follow company policy and inform the immediate supervisor or designated person within the company of his/her absence from work. After an apprentice is sick for two (2) days, he/she must submit a doctor's note to the employer. The employer, having received the medical certificate, should notify the respective Inspector/Career Counsellor (*Please see Appendices: Clause 1(d) of Form 2, Page 22 or Form 3, Page 24*).

TOOLS

The BVTB agrees that all apprentices should acquire the necessary tools to train efficiently as stated in section 1(g) of the Contract of Apprenticeship. The apprentices are expected to care, secure and correctly use the tools of the company; not doing so may result in the apprentice having to replace the tool. This process is clearly stated in the Contract of Apprenticeship under section 1(h): ***“to repay the determinable cost of any tool owned by the employer that is lost or damaged through the negligence of the apprentice.”*** (*Please see Appendices: Form 2, Page 22 or Form 3, Page 25*).

WAGES/WAGE SUBSIDY

Wages

A specific hourly rate is not stipulated; however, a wage structure has been established. The BVTB recommends the following wage structure, based on a percentage of the entry level workman's pay. The wages paid should not be less than:

- 45% in the first year of training and instruction
- 55% in the second year of training and instruction
- 75% in the third year of training and instruction.

It should be noted the wage structure suggested is a minimum amount and does not prevent the employer from paying a reasonable rate above the percentage indicated. This decision also does not affect the wage subsidy explained below as the BVTB will adhere to the percentages of the reimbursement as outlined.

Wage Subsidy

The Barbados Vocational Training BVTB subsidizes the wages of apprentices by reimbursing the employer a percentage of the wages paid to an apprentice as follows:

- 50% of the gross wage in the first year;
- 40% of the gross wage in the second year; and
- 25% of the gross wage in the third year.

The employer receives the refund by submitting, on a **monthly basis**, the wage claim forms to the BVTB. In order for the claims to be processed, the forms must be completed in their entirety, signed by both the employer, the apprentice and the company stamp must be affixed. *(Please see Appendices: Contract of Apprenticeship, Page 22, or Contract of Training, Page 24 and sample Wage Claim Form, Page 35, the Apprenticeship Brochure and the specific-trade Scheme of Training).*

HOURS OF TRAINING

Apprentices are expected to train for the standard forty (40) hour work week, adhering to the company's normal hours of work. Under the contract, theoretical training may be applicable which means that apprentices are compensated for the day of theoretical training, as a standard eight (8) hour day. In some trade areas, the hours of work may vary due to the demands of the occupation.

OVERTIME

If an apprentice is over eighteen (18) years of age he/she is entitled to work overtime. An apprentice, who works overtime, should be reimbursed accordingly.

Any hours of overtime worked, in excess of the daily hours of work and instruction of eight (8) hours shall not be included in calculating the hours spent in training and instruction, unless otherwise prescribed or approved by the Director. The overtime hours should not be included for the reimbursement on the wage claim forms. Please see the specific-trade Scheme of Training.

DISCIPLINARY PROCEDURES

The BVTB typically defers to the disciplinary procedures of the company once they conform to the guidelines set out in the Employee Rights Act. The Inspector/Career Counsellor may offer advice to the employer concerning other disciplinary procedures they may use and when it's best to apply them. Verbal and written warnings as well as suspensions from training are the procedures commonly used before reaching the termination phase. The employer should in all instances document the warnings, whether verbal or written. Suspensions should also be documented. Before the disciplinary action is taken, the respective Inspector/Career Counsellor should be notified and all relevant documentation should be forwarded to the Inspector/Career Counsellor.

TERMINATIONS

Terminations may occur for a variety of reasons which are usually related to a breach of the Apprenticeship Contract. Employers should note that apprentices are not employees and therefore cannot be fired. However, they can be placed on immediate suspension without pay pending the outcome of the investigation by the BVTB. Employers must inform the Director of Training in

writing within forty-eight (48) hours of the start of the termination process as outlined in the Occupational Training Act, Cap. 42. Following the notification, an investigation will be conducted by the Inspector/Career Counsellor to ascertain if the contractual agreement is salvageable.

Assuming that the contractual agreement is **not** salvageable, the Inspector/Career Counsellor will recommend a termination to the Director of Training. This recommendation must be supported by a report from the Inspector/Career Counsellor, outlining the details of the issues which have been shared by both parties (*Please see Appendices: Form 11, Page 33*). Providing that the Director of Training agrees with the recommendation, a termination will be granted and the apprentice's file closed. The up-to-date Form 6 should be included reflecting the practical received.

With consideration, an apprentice whose contract has been terminated may re-enter the Apprenticeship Programme with another employer.

TRANSFERS

During the course of an apprenticeship, it may become necessary for an apprentice to be transferred. This may occur for a number of reasons, such as: lay-offs, and the inability to complete the requisite modules of training, etc. Once it is noted that a transfer is necessary, the Inspector/Career Counsellor will seek to place the apprentice with a new employer to complete the outstanding contractual period.

The actual process of the transfer involves the signing of four (4) copies of the Transfer of Contract form by the apprentice, former employer and the current employer. The signed transfer forms along with the Practical Training records reflecting the on-the-job training are then submitted to the Director for approval. If approved, each party will receive one of the transfer forms for his/her records. If a significant amount of time has elapsed before placement with a new employer, an extension will be requested at the same time to recoup the training time lost (*Please see Appendices: Form 9, Page 31*).

APPEALS PROCEDURES

If an apprentice or an employer is aggrieved over a decision made, a letter, addressed to the Director of Training should be submitted to BVTB. The correspondence should outline the details of the matter of concern. Please see the Occupational Training Act, Chapter 42, Section 26.

SHORTENING OF THE CONTRACT

Credits can be granted **during the contractual period**; therefore, if an apprentice attains relevant certifications during the apprenticeship, he/she may present them to the BVTB and once the requisite criteria is met, the Director of Training may shorten the contractual period. The date of approval given by the Director of Training determines the effective date of this change; the wage rate paid to the apprentice may be affected.

EARLY COMPLETION

An employer can determine that an apprentice has successfully completed the Scheme of Training before the contractual end date. The employer must write to the Director of Training to request an early completion of the apprenticeship and support this request with completed Practical Training Records (Form 6) and the Notification of Completion (*Please see Appendices: Form 4, Page 26*). Approval of the early completion is at the discretion of the Director of Training. Once approved, official correspondence will be forwarded to the apprentice and the employer.

Even though an early completion has been granted, it may be necessary for the apprentice to continue theoretical training. Once the apprentice has completed the theoretical component, this information (*Please see Appendices: Form 5, Page 27*) along with the Form 6 and Form 4, will be reviewed by the Certification Committee.

EXTENSIONS

An employer has the right to apply for an extension of the contract once deemed necessary. A letter should be sent requesting the extension and should be supported by any outstanding completed Practical Training Records (Form 6). The Inspector/Career Counsellor/Career Counsellor will validate the extension, through the monitoring process.

An extension may also be granted in order to recoup time lost due to layoffs, travel, or illness. In this case, the employer must outline in writing, to the Director of Training, the reason(s) for the extension. Evidence from the apprentice such as: a doctor's note or medical certificate, travel documents etc. should accompany the letter.

Once approved by the Director of Training, a notation is placed on the Contract of Apprenticeship (Form 2) or the Contract of Training (Form 3) outlining the new end date for the apprenticeship.

EXIT

After the period of training and instruction has been completed, bearing in mind any extensions, the apprentice will no longer be bound to the employer. At this time, the employer and apprentice will make a decision as to the next stage. If the former apprentice continues to work at the company, he/she will be employed under a Contract of Employment. Please see the Employment Rights Act, 2012-9.

ASSESSMENTS AND CERTIFICATION

Following the successful completion of the practical and theoretical training, the file of the particular apprentice undergoes a review process to determine if the Certificate of Apprenticeship will be awarded. The file should include: the Practical Training Records (Form 6), Theoretical Training Records (Form 5) where applicable, Monitoring Visit Reports and the Notification of Completion (Form 4).

The Certificate of Apprenticeship is signed by a designate of the employer, the Director of Training and the Chairman of the BVTB. The apprentice will be notified, by letter, concerning the outcome of the review. If successful, he/she will sign for and collect the Certificate (*Please see Appendices: Certificate of Apprenticeship, Page 29 or Certificate of Training, Page 30*).

The Certificate of Qualification, an alternative means of certification is issued at the discretion of the Director (*Please see Appendices: Form 10, Page 32*).

NOTES

the

APPENDICES

APPLICATION FOR EMPLOYMENT OF APPRENTICES/TRAINEES

In accordance with Section 13(1) of the Occupational Training Act 1979-28

.....
Name of Employer

of
Address of Employer

applies for permission to employ the person(s) listed below as an apprentice(s) / trainee(s) to learn the trade of

.....
Name of Trade

- | | |
|---------|---------|
| 1. | 2. |
| 3. | 4. |
| 5. | 6. |

.....
Signature of Employer

.....
Date

FOR OFFICIAL USE ONLY

Application approved/not approved

Comments:
.....
.....

.....
Signature of Director

.....
Date

BARBADOS VOCATIONAL TRAINING BOARD

CRITERIA FOR SELECTION OF EMPLOYER'S FORM

To be completed by Inspectors:

Please Select the Appropriate Box:

	Yes	No
1. Is the Employer able to offer approximately 75% of the approved training Programme/Scheme.	<input type="checkbox"/>	<input type="checkbox"/>
2. Is the company viable? That is, will company attract enough business to service the length of the Contract (based on immediate past performance and history).	<input type="checkbox"/>	<input type="checkbox"/>
3. Is the company registered? Will employer/agent be easily located after contract is signed?	<input type="checkbox"/>	<input type="checkbox"/>
4. Will there be someone knowledgeable about the content of Scheme who can effectively transfer this knowledge to apprentice/trainee?	<input type="checkbox"/>	<input type="checkbox"/>
(a) Has supervisor himself, undergone a Training Programme?	<input type="checkbox"/>	<input type="checkbox"/>
(b) Does the supervisor have more than five (5) years of practical experiences?	<input type="checkbox"/>	<input type="checkbox"/>
5. Will there be adequate supervision of the apprentice/trainee?	<input type="checkbox"/>	<input type="checkbox"/>
6. Are physical conditions adequate for training?	<input type="checkbox"/>	<input type="checkbox"/>
7. Is the Company adhering to sound Occupational Health and Safety Principles?	<input type="checkbox"/>	<input type="checkbox"/>
8. Is there evidence that the company can be disciplined in recording the progress made by trainees and in submitting the relevant report?	<input type="checkbox"/>	<input type="checkbox"/>
9. An assessment of employers' philosophy of training must be made.	<input type="checkbox"/>	<input type="checkbox"/>
10. Is the company committed to <u>training</u> rather than hiring an apprentice as a worker?	<input type="checkbox"/>	<input type="checkbox"/>

Failure to meet any of the above criteria will not eliminate an employer from becoming involved in the Apprenticeship Programme. It should however, defer the granting of permission to employ apprentices until the missing element is put in place.

Inspector's signature: _____

Date: _____

Employer's signature: _____

Date: _____

Form 1

(Regulation 3(1))

THE OCCUPATIONAL TRAINING ACT, 1979
APPLICATION FOR APPRENTICESHIP/TRAINING

Application for Apprenticeship/Training in the trade of:

(TRADE NAME):

NAME:
Surname First Others

ADDRESS:

TELEPHONE NO.: NATIONAL REGISTRATION NO.:

DATE OF BIRTH:
Year Month Day of Month

Name and address of Parent or Guardian (applies to persons under 18 years of age):

EDUCATION

Name of Primary schools attended: From: To:

..... From: To:

Name of Secondary Schools attended: From: To:

..... From: To:

Name of Vocational or Technical School attended: From: To:

..... From: To:

STANDARD REACHED:

ACADEMIC QUALIFICATIONS:
(Certificates/Diplomas):

COURSES ATTENDED:

WORK EXPERIENCE

NAME OF BUSINESS/FIRM: First:
Second:
Third:
Other:

ADDRESS:

PERIOD OF EMPLOYMENT: From: To:
From: To:
From: To:

I hereby apply to be registered in the National Training and Apprenticeship Programme
in the skill(s) of
If I am accepted I will obey all rules/regulations laid down under the law for my participation.

.....
Signature of Applicant.

Date:

FOR DEPARTMENTAL USE ONLY

DATE OF APPLICATION: DATE RECEIVED:

RECOMMENDED/NOT RECOMMENDED:
Year Month Day

CONTRACT APPROVED: EFFECTIVE DATE:

NAME OF COMPANY:

REGISTRATION NO. OF CONTRACT:

NAME OF INSPECTOR/COUNSELLOR:

Signature:

MEDICAL EXAMINATION:

COMMENTS:
.....
.....

.....
Signature of Director of Training.

ANY FURTHER COMMENTS:
.....
.....

Form 2

(Regulation 3(2))

THE OCCUPATIONAL TRAINING ACT, 1979

CONTRACT OF APPRENTICESHIP

Made the day of 20

between

carrying on business situated at

hereinafter called "the employer" and

of aged (or apparent age)

years, hereinafter called "the apprentice" and.....

..... of

..... the father/mother, guardian/person in
loco parentis of the apprentice hereinafter called the "guardian". Witnesseth as follows:

1. That the apprentice, of his own free will and with the consent of his guardian, agrees
 - (a) to bind himself as an apprentice to the employer in order to learn the trade or occupation of for years commencing on the day of 20
 - (b) to obey all lawful and reasonable orders of the employer or his representative and the rules and regulations applicable to the work place;
 - (c) not to disclose or communicate to any person any information or matter that would be prejudicial to the business of the employer;
 - (d) not to absent himself without permission of the employer from work or from classes or courses of instruction for which he is released from work, except in the event of sickness or injury certified by a medical practitioner;
 - (e) to pursue conscientiously any studies and attend regularly any classes that he is required under the contract to pursue or attend;
 - (f) not to engage in, except with the employer's permission, any employment other than that of the employer during the prescribed working week or to engage in any employment that the Director considers detrimental to his training;
 - (g) to provide himself with such tools as are recommended by the Barbados Vocational Training Board;
 - (h) to repay the determinable cost of any tool owned by the employer that is lost or damaged through the negligence of the apprentice.

2. That the employer agrees
- (a) to the best of his skill and ability to teach and instruct the apprentice or cause him to be taught and instructed in the trade or occupation concerned;
 - (b) to pay the apprentice such wages as are fixed by the Board;
 - (c) subject to paragraph 1(g) to provide, at his own expense, all other tools and materials for the purpose of instruction of the apprentice, provided that, in the case of such tools supplied to the apprentice as are recommended by the Barbados Vocational Training Board, he is entitled to recover the cost thereof in accordance with the *Protection of Wages Act* by instalments from the apprentice;
 - (d) to release the apprentice from his work when necessary to attend classes in connection with his apprenticeship and to continue to pay his wages during the period for which he is so released if the apprentice attends such classes;
 - (e) to pay all fees in connection with such classes or any correspondence course that the apprentice might be required by the employer to attend or take, as the case may be, for his instruction, provided that where accommodation or food is provided for the apprentice in connection with such classes, the cost thereof is a charge on the apprentice and may be deducted from wages payable to him by the employer;
 - (f) on completion of the apprenticeship to notify the Director of Training in writing of such completion.

3. This contract is subject to the provisions of the *Occupational Training Act, 1979*.

In Witness whereof the Contracting parties have hereunder affixed their signatures this

..... day of 20

Employer Witnessed by

Apprentice Witnessed by

Parent, guardian or Witnessed by.....

Person in *loco parentis*

FOR OFFICIAL USE ONLY

REGISTRATION

In accordance with the provisions of section 16 of the *Occupational Training Act, 1979*, I hereby register this Contract.

.....
Date

.....
Director of Training

THE OCCUPATIONAL TRAINING ACT, 1979

CONTRACT OF TRAINING

Made the.....day of.....19.....
 between.....
 carrying on business situated at.....
 hereinafter called "the employer", and.....
 of.....
 aged.....years hereinafter called "the trainee", and.....
of.....
the father/mother, guardian/person in *loco parentis* of the
 trainee, hereinafter called the "guardian".

Witnesseth as follows:

1. That the trainee, of his own free will and with the consent of his guardian, agrees
 - (a) to bind himself as a trainee to the employer in order to learn the trade or occupation of.....for.....year commencing on the.....day of.....19.....;
 - (b) to obey all lawful and reasonable orders of the employer or his representative and the rules and regulations that apply to the work place;
 - (c) not to disclose or communicate to any person any information or matter that would be prejudicial to the business of the employer;
 - (d) not to absent himself without the permission of the employer from work or from classes or courses of instruction for which he is released from work, except in the event of sickness or injury certified by a medical practitioner;
 - (e) to pursue conscientiously any studies and attend regularly any classes that he is required under the contract to pursue or attend;
 - (f) not to engage in, except with the employer's permission, any employment other than that of the employer during the prescribed working week or to engage in any employment that the Director considers detrimental to his training;
 - (g) to provide himself with such tools as are recommended by the National Training Board;

(h) to repay the determinable cost of any tool owned by the employer that is lost or damaged through the negligence of the trainee.

2. That the employer agrees

- (a) to the best of his skill and ability to teach and instruct the trainee or cause him to be taught and instructed in the trade or occupation concerned;
- (b) to pay the trainee such wages as are fixed by the Board;
- (c) subject to paragraph 1(g) to provide, at his own expense, all other tools and materials for the purpose of instruction of the trainee, provided that, in the case of such tools supplied to the trainee as are recommended by the National Training Board, he is entitled to recover the cost thereof in accordance with the *Protection of Wages Act* by instalments from the trainee;
- (d) to release the trainee from his work when necessary to attend classes in connection with his traineeship and to continue to pay his wages during the period for which he is so released if the trainee attends such classes;
- (e) to pay all fees in connection with such classes or any correspondence course that the trainee might be required by the employer to attend or take, as the case may be, for his instruction, provided that where accommodation or food is provided for the trainee in connection with such classes, the cost thereof is a charge on the Trainee and may be deducted from wages payable to him by the employer;
- (f) on completion of the training to notify the Director of Training in writing of such completion.

Cap. 351.

3. This contract is subject to the provisions of the *Occupational Training Act, 1979*.

In Witness Whereof the Contracting parties have hereunder affixed their signatures this

.....day of.....19.....

Employer.....Witnessed by.....

Trainee.....Witnessed by.....

Parent, guardian or
Person in *loco parentis* }Witnessed by.....

FOR OFFICIAL USE ONLY

REGISTRATION

In accordance with section 16 of the *Occupational Training Act, 1979* I hereby register this Contract.

.....
Date

.....
Director of Training

(Regulation 3(4))

THE OCCUPATIONAL TRAINING ACT, CAP. 42

NOTIFICATION OF COMPLETION

To: Director of Training

In accordance with regulation 3(4) of the *Occupational Training Regulations, 1982*, I hereby certify that

..... has satisfactorily completed his contract of apprenticeship/training and I accordingly request that he be granted the National Training Board's Certificate of Apprenticeship/Training.

.....
Date

.....
Signature of Employer.



Barbados Vocational Training Board

Certificate of Apprenticeship

This is to certify that

Registration number _____

has satisfactorily completed Apprenticeship Training

in

Under a Contract of Apprenticeship with

From _____ to _____

*Issued at Bridgetown under the authority of the
Occupational Training Act, Cap 42 (1979)*

This _____ day of _____ 20 _____

Employer

Director of Training

*Chairman
Barbados Vocational Training Board*

**THE OCCUPATIONAL TRAINING ACT, 1979
CERTIFICATE OF TRAINING**

This is to certify that
during the period to
.....
has satisfactorily completed training in the trade or occupation of
.....
under a Contract of Training with
.....
.....
.....

Issued at Bridgetown by the Barbados Vocational Training Board
under the authority of the above-mentioned Act this
day of _____, 20

.....
Employer

.....
Director of Training

.....
Chairman
Barbados Vocational Training Board

Reg. No:

Form 9

(Regulation 10(2))

THE OCCUPATIONAL TRAINING ACT, CAP. 42

TRANSFER OF CONTRACT

In accordance with section 17 of the Occupational Training Act, Cap. 42, it is hereby agreed that the rights and obligations under this contract shall from the date of registration thereof be transferred.

FROM:

(Present employer)
of
carrying on business as

TO:

(New employer)
of
carrying on business as

In Witness Whereof the contracting parties have hereunder affixed their
signatures this day of 19

Present employer

Witnessed by

New employer

Witnessed by

Apprentice/Trainee

Witnessed by

Parent, guardian or
person in *loco parentis*

Witnessed by

I hereby approve this transfer and confirm its registration.

Date

Director of Training

Form 10

(Regulation 11 (4))

THE OCCUPATIONAL TRAINING ACT, 1979

CERTIFICATE OF QUALIFICATION

This is to certify that

.....

qualified in the trade of

having successfully completed the following:

Issued at Bridgetown by the Barbados Vocational Training Board
under the authority of the above-mentioned Act this

.....

of, 20

.....

Director of Training

.....

Chairman
Barbados Vocational Training Board

Form 11

(Regulation 13)

THE OCCUPATIONAL TRAINING ACT, CAP.42

TERMINATION OF CONTRACT

In accordance with section 19(1) of the *Occupational Training Act*,
Cap.42 the contract between
.....and.....
entered into on
has been terminated.

Date:.....

.....
Director of Training

**BARBADOS VOCATIONAL TRAINING BOARD
APPRENTICE SCHOOL ATTENDANCE CARD**

NAME OF TRADE

NAME OF APPRENTICE

ADDRESS OF APPRENTICE

NAME OF EMPLOYER

ADDRESS OF EMPLOYER

LIST OF ATTENDANCES

TERM No.

Signature of Instructor or Employer:				Signature of Instructor or Employer:				Signature of Instructor or Employer:			
Week	AM	PM	Night	Week	AM	PM	Night	Week	AM	PM	Night
1.				2.				3.			
4.				5.				6.			
7.				8.				9.			
10.				11.				12.			
13.											

DATE STARTED

DATE ENDED

NOTES



BARBADOS VOCATIONAL TRAINING BOARD

“Lawrence Green House”
Cr. St. Paul’s Avenue & Culloden Road
St. Michael BB14018

Tel: 621-2882
Fax: 621-2908

Website: www.bvtb.gov.bb